



## BOARD OF STATE AND COMMUNITY CORRECTIONS

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055*

**Position:**

Secretary

**Position #:**

917-193-1176-001

**Salary Range:**

\$2,686 - \$3,363

**Issue Date:**

November 06, 2013

**Contact:**

Stefanie Reyes

(916) 322-8022

stefanie.reyes@bscc.ca.gov

**Location:**

Board of State and Community  
Corrections

600 Bercut Drive

Sacramento, CA 95811

**Final Filing Date:**

November 20, 2013

**Statewide**

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State  
Application and Resume to:**

BOARD OF STATE AND  
COMMUNITY CORRECTIONS

ATTN: **Stefanie Reyes**

600 Bercut Drive

Sacramento, CA 95811

**Please write "917-193-1176-001" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.**

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

*Applications will be screened and only the most qualified will be interviewed.*

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

**Scope of Position:**

Under the supervision of the Deputy Director (CEA III), incumbent performs secretarial support functions for the Deputy Director in highly sensitive, difficult administrative areas. Secretary will perform the following duties:

**Duties and Responsibilities:**

(Candidates must perform the following functions with or without reasonable accommodations.)

- Arrange the Deputy Director's correspondence for response, in order of priority, with appropriate background material attached for reference; review and distribute incoming correspondence to appropriate staff members for reply and follow up to ensure that deadlines are met; maintain correspondence and grant monitoring tracking system; independently, or in accordance with general instructions, compose correspondence on a wide variety of subjects requiring thorough knowledge of Division policies and procedures.
- Schedule appointments and meetings for the Deputy Director and staff project leaders; handle meeting logistics to include arrange meeting locations and conference rooms throughout the state, secure required Information Technology equipment and staffing; prepare necessary agendas and related background materials and distribute in accordance with public notice requirements; make travel arrangements and process associated travel expense claims in a timely manner for the Deputy Director, Field Representatives, and committee members; attend committee meetings (i.e., advisory committees, task force committees, and ad hoc committees) and division staff meetings; prepare and distribute minutes.
- Gather, review, and summarize data; prepare brief reports; handle a variety of telephone calls and routine correspondence using discretion, tact, and judgment in providing information and assistance to inquiries from the public, legislators, and other local, state, and federal government officials.
- Review outgoing correspondence prepared by other staff for the Deputy Director's signature for consistency with administrative policy, format, grammatical construction and clerical errors; edit documents and speeches.
- Maintain confidential and administrative files; coordinate division attendance; and perform other related duties.

*The BSCC is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12*